

DRYDEN FLIGHT RESEARCH CENTER
BUDGET FORMULATION
User Roles

Budget Formulation

Budget Formulation is the tool
that supports:

Budget Planning

Version Control

Full Cost Management

Business Warehouse Reporting -
Planned vs. Actuals



<http://www.dfrc.nasa.gov/organizations/IFMP/Modules/BudgetForm/index.html>

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Budget Formulation Overview

The Budget Formulation module is a part of the Integrated Financial Management IFM program. The module will be utilizing SAP technology to enable NASA to formulate and manage full cost budget requirements for all levels within the Agency. This module will facilitate the Agency's Pre-POP and POP budget processes.

Benefits Include:

- ü An integrated and consolidated budget information source to facilitate sharing of data across the various levels of the Agency
- ü Full Cost Planning
- ü Increased efficiency and effectiveness with the elimination of multiple budget systems
- ü Integration with the Core Financial IFM module to support execution
- ü Standardized reporting formats
- ü Decreased manual processing and data entry allowing you to perform your job more effectively

Planning Functions Include:

- ü Workforce Planning of both FTEs and WYES
- ü Service Pool Planning with customer negotiations
- ü Center G&A Planning
- ü Corporate G&A Planning
- ü Project Planning with all full cost components visible
- ü Phasing Plans
- ü Reporting



BF User Role Introduction

This pamphlet is intended to communicate information about Budget Formulation User Roles. Please consider the following when reviewing the pamphlet:

A. Please note the term **Authorizer** is only a System Role name and does not imply job responsibility. It generally refers to any individual that participates in the workforce exercise in the position of allocating FTEs and Travel resources. **This system role DOES NOT plan any resources other than FTEs (FS41) and Travel (FS42).**

B. **Disclaimer:** The listed **Current Jobs** is not an all-inclusive list of possible jobs that will need the specific system role. The list is to help assist in the role mapping: please understand that your need for a system role will be based on your own current job and responsibility.

C. Acronyms:

CBO – Central Budget Office
CFO – Chief Financial Officer
FTE – Full Time Equivalent
G&A – General and Administrative
ODIN – Outsourcing Desktop Initiative for NASA
POC – Point of Contact
ROS – Research Operations Support
WBS - Work Breakdown Structure

All Users

Center Report Viewer

Individuals mapped to this role can view budget cycle planning and phasing information. This role allows access to data at a read-only level. Any person who has been mapped to a specific role in the budget formulation module will automatically be given this additional role for reporting purposes.

Current jobs that may require this role:

- Directorate Managers
- Resources Analysts supporting Directorates
- Project Managers
- Resources Analysts supporting Projects
- Branch Chiefs responsible for approving budgets
- Service Pool Managers
- G&A Function Managers
- Resources Planners
- CBO Resources Analysts

Access to the following in the Budget Formulation System:

- All Center Budget information through Center specific reports
- All other Center's Released Budget information through Center specific reports

Agency Report Viewer:

Individuals mapped to this role can view Agency level budget information. This role allows access to data at a read-only level.

Current jobs that may require this role:

- CBO Resources Analysts
- CFO
- Center Management

Access to the following in the Budget Formulation System:

- All Agency Budget information through Center specific reports

Center Organizational Users (FTE & Travel)

Center Organizational FTE Authorizer

This role is primarily at the Directorate and Office level, and is responsible for receiving all communication and information concerning FTE allocation and distribution from CBO. This role only plans Workforce, specifically FTEs, and does not authorize or approve any procurement budgets.

Responsibilities include:

- Managing the organizational FTE complement
- Receiving the total FTE and its rate from CBO and working with Directorates, Offices and Branches to decide how much and how many FTEs are needed in the areas of Program, Service Pool, or G&A
- Serving as the Directorate or Office level POC to express any issues and concerns to CBO and Senior Management

Current jobs that may fulfill this role:

- Directorate Managers that influence the Directorate workforce distribution
- Resources Analysts supporting Directorates
- Office Chiefs that influence office workforce distribution
- Resources Analysts supporting Offices

Access to the following in the Budget Formulation System:

- Primary Resource Distribution Planning Folder (FTEs – FS41/Travel –FS42)

Center Organizational Travel Authorizer

This role is primarily at the Directorate and Office level, and is responsible for receiving all communication and information concerning travel dollar allocations and distributions from CBO. This role only plans travel.

Responsibilities include:

- Receiving the total Directorate or Office travel budget
- Representing the Directorate or Office by working with all organizational levels within the Directorate or Office to determine how to plan the travel budget (whether primarily at the Directorate, Office, or by main cost pool)
- Staying informed of all the travel requirements for all Directorates, Branches and Offices, and serve as Directorate or Office POC to CBO
- Representing Offices and Branches to express issues and concerns, and being able to communicate them clearly to senior management

Current jobs that may fulfill this role:

- Directorate Managers that influence the Directorate Travel Fund distribution
- Resources Analysts supporting Directorates
- Office Chiefs that influence Office travel distribution
- Resources Analysts supporting Offices

Access to the following in the Budget Formulation System:

- Primary Resource Distribution Planning Folder (FTEs – FS41/Travel –FS42)

Project Planning Users

Project Planning Authorizer

This role is primarily performed in research or project organizations. This role receives FTEs and travel dollar allocations from the CBO, and is responsible for making sure the resources are passed to the lower level projects. This role only plans for FTEs and travel budgets and does not authorize or approve any procurement budgets.

Responsibilities include:

- Understanding the requirements for the programs and projects
- Deciding how many FTEs and how travel dollars should be distributed
- Planning the FTEs and travel budgets for the **Project Definition Level WBS** which is equivalent to the 5-digit program code (i.e. 24-710-35)

Current jobs that may fulfill this role:

- Project managers that influence the FTEs and Travel budget distribution
- Resources Analysts supporting Projects
- Resources Analysts supporting Projects (or Directorates that have programmatic budgets)
- Resources Planners that working closely with the programmatic organizations to prepare the budget information required throughout the budget cycle
- CBO R&D analyst

Access to the following in the Budget Formulation System:

- Projects - Secondary Distribution Planning Folder (FTEs – FS41/Travel –FS42)

Project Planning Requester

This individual is a Project Manager or resources personnel who manages the budget for a project(s).

Responsibilities include:

- Preparing the total budget request for a project at the **lower/lowest level WBS** (program codes beyond the Project definition, i.e. 24-710-35-65)
- Planning FTEs and travel dollar requests to the project
- Planning WYEs
- Planning usage of service pool services and its related cost to the project
- Planning for other costs, and required funding, controllable by the project that are not planned in other processes

Current jobs that may fulfill this role:

- Project Managers that receive and manage/operate a programmatic budget (including Reimbursable funding)
- Resources Planners that works within the program/project to prepare the budget information required throughout the budget cycle
- Resources Analysts supporting Projects
- Resources Analysts supporting Directorates or Offices (for Directorates or Offices that have programmatic budgets)
- CBO R&D analyst

Access to the following in the Budget Formulation System:

- Projects - FTE, WYE, SP, Procurement, Travel Planning Folder
- Projects - \$ Phasing Plan Folder

Service Pool Users

Service Pool Authorizer

This role receives FTEs and travel dollar allocations from the CBO, and is responsible for making sure that the resources are passed to service sub-pools. This role only plans FTEs and travel budgets and does not authorize or approve any procurement budgets. This planning may occur at the Directorate level or the primary service pool level of an institutional organization (e.g. Facilities and Related Services Pool, Information Technology Pool)

Responsibilities include:

- Understanding all of the allocated pools (i.e. maintenance or ODIN) and/or demand pools within their organization
- Reviewing requests for distribution of travel dollars submitted by sub-pool managers
- Determining how best to distribute the FTEs and travel dollars

Current jobs that may fulfill this role:

- Directorate Chiefs (of Divisions that operate Service Pools)
- Resources Analysts supporting Directorates
- Service Pool Managers
- Resources Analysts that work closely with the lower level sub-pool managers to prepare the budget information required throughout the budget cycle

Access to the following in the Budget Formulation System:

- Service Pools - Secondary Distribution Planning Folder (FTEs – FS41/Travel –FS42)

Service Pool or Sub-Pool Requester

This role is primarily performed by sub-pool managers. This individual maintains the sub-pool, whether it is a demand (e.g. Engineering or Fabrication, etc) or allocated (e.g. ODIN, phones, etc)pool

Responsibilities include:

- Preparing the total service sub-pool's budget request during the Pre-POP
- Estimating the FTEs and WYE requirements for the sub-pool, including FTEs salary and travel dollars
- Assessing the total cost of running a sub-pool which may include contractor labor support, operation expenses (e.g. materials, supplies), and the level of requirements of other sub-pool costs (e.g. pagers, radios, IT requirements)
- Preparing a decision package for new requirements outside of the baseline budget
- Preparing for the review and approval from organizational management.

Current jobs that may fulfill this role:

- Service Pool Managers (both Allocated or Demand Service Sub-Pools)
- Resources Analysts supporting Service Pools
- Directorate Chiefs (of Directorates that have Service Pools)
- Resources Analysts supporting Directorates

Access to the following in the Budget Formulation System:

- Service Pool - FTE, WYE, SP, Procurement, Travel Planning Folder
- Service Pool - \$ Phasing Plan Folder

Service Pool or Sub-Pool Estimator

This role should be assigned with the Service Pool or Sub-Pool Requestor role. This individual is a sub-pool manager, at the lowest level of a service pool whose main responsibilities are:

- 1.) Calculating the total units or capacity (e.g. ODIN seats, square footage, phones, etc)
- 2.) Accumulating Total Cost of the service sub-pool and determine Rate (e.g. Cost per Unit of measurement
- 3.) Gathering total income revenue from customers

After evaluating the total capacity of the Center usage, the sub-pool estimator calculates a rate, based on total cost and total capacity (i.e. Cost per ODIN seat, cost per square feet, etc). The sub-pool manager appraises the usage, or consumption, per customer, whether by projects, G&A functions, other service pools, and Corporate G&A function. Please note, annually, the sub-pool manager will send out usage based on historical consumption by organization, and negotiate with customers for the final estimate of usage. This will develop into an exercise of collecting program funding or institutional revenue.

Current jobs that may fulfill this role:

- Service Pool Managers (both Allocated or Demand Service Sub-Pools)
- Resources Analysts supporting Service Pools or Sub-Pools
- Resources Analysts supporting Directorates
- Directorate Chiefs (of Directorates that have Service Pools)

Access to the following in the Budget Formulation System:

- Service Pool – Capacity and Rate Planning Folder
- Service Pool – Revenue Planning Folder

G&A Users

Center G&A Authorizer

This role is primarily performed at the Directorate or Office level. This role receives the FTEs and travel dollar allocations from the CBO, and is responsible for making sure the resources are passed on to the individual G&A functions. This role only plans FTEs and travel budgets and does not authorize or approve any procurement budgets.

Responsibilities include:

- Understanding the G&A functional requirements for their organization
- Deciding how many FTEs and travel dollars will be distributed to the G&A functions by reviewing requests and approving the amount of resources from the individual G&A functions

Current jobs that may fulfill this role:

- CBO Resources Analysts
- Resources Analysts supporting Directorates
- Directorate or Office Managers that influence the FTEs and Travel budget distribution
- Resources Analysts supporting Offices
- Resources Planners that work closely with the G&A functional managers to prepare the budget information required throughout the budget cycle

Access to the following in the Budget Formulation System:

- Center G&A - Secondary Distribution Planning Folder (FTEs – FS41/Travel –FS42)

Center G&A Requester

This individual maintains a Center G&A function (e.g. security, human resources, safety, etc) at the lowest level in the Center.

Responsibilities include:

- Preparing the total Center G&A function budget request during the Pre-POP Process
- Estimating the FTE and WYE requirement for the specified function, including FTE salary and travel dollars
- Assessing the total cost of managing this Center G&A function. That total cost may include contractor labor support, operation expenses (e.g. materials, supplies), and the level of requirements of other service pool costs (e.g. pagers, radios, IT requirements)
- Preparing WYE and FTEs workforce distribution
- Preparing a decision package for any requirements outside of the baseline budget, and communicating that information for review and approval by Center management.

Current jobs that may fulfill this role:

- Managers of a G&A function that receive a Center G&A budget (from funds formerly known as ROS and/or 992 Accounts)
- Resources Analysts supporting a Center G&A function
- Resources Analysts supporting Directorates
- Directorate Chiefs (for G&A portion of their funding)

Access to the following in the Budget Formulation System:

- Center G&A - FTE, WYE, SP, Procurement, Travel Planning Folder
- Center G&A - \$ Phasing Plan Folder

Corporate G&A Authorizer

This role receives the FTEs and travel dollar allocations from the CBO, and is responsible for making sure the resources are passed on to the appropriate Corporate G&A functions.

Responsibilities include:

- Understanding Corporate G&A functions
- Reviewing requests for travel dollars
- Reviewing request for FTEs and related salary dollars

Current jobs that may fulfill this role:

- CBO G&A Analyst
- Directorate or Office Chiefs that have Corporate G&A functions
- Resources Analysts supporting Directorates
- Resources Analysts supporting Offices

Access to the following in the Budget Formulation System:

- Corporate G&A - Secondary Distribution Planning Folder (FTEs – FS41/Travel –FS42)

Corporate G&A Requester

This individual maintains a Corporate G&A function (e.g. any mandated function required and funded from Headquarters).

Responsibilities include:

- Preparing a total Corporate G&A budget request to be submitted to Headquarters
- Estimating the FTEs and WYE requirement for the specified function, including FTE salary and travel dollars
- Assessing the total cost of managing this Corporate G&A function. That total cost may include contractor labor support, operation expenses (e.g. materials, supplies), and the level of requirements of other service pool costs (e.g. pagers, radios, IT requirements)
- Preparing WYE and FTEs workforce distributions to be collected at the division level management
- Preparing a decision package for any requirements outside of the baseline budget, and communicating that information for review and approval by division level management

Current jobs that may fulfill this role:

- Managers of a corporate G&A function that receive a Center G&A budget (from funds formerly known as ROS and/or 992 Accounts)
- Resources Analysts supporting a corporate G&A function
- Resources Analysts supporting Directorates
- Directorate Chiefs (for a Directorate having any corporate G & A functions)

Access to the following in the Budget Formulation System:

- Corporate G&A - FTEs, WYE, SP, Procurement, Travel Planning Folder
- Corporate G&A - \$ Phasing Plan Folder

Central Budget Office Users

Center FS-41 Authorizer

This role is an CBO analyst and POC concerning FS-41 and FTEs allocation to organizations throughout the Center. They work on the collection and analysis of civil service salaries and related expenses and report that information to the CFO.

Responsibilities include:

- Communicating the Center-directed complements to the organizations
- Developing the FTEs salary rate used in the budget formulation process
- Working closely with Resource Executives at the programmatic and Institutional Directorate level to make sure that all information from CBO is disseminated clearly and concisely

Current jobs that may fulfill this role:

- CBO R&PM (Research & Program Management) Analyst
- CBO Analyst that manages the Workforce Planning exercise

Access to the following in the Budget Formulation System:

- Center Control - FTEs and Travel Planning Folder

Center Travel Authorizer

This role is an CBO analyst and POC concerning Travel dollar allocation and distribution to organizations throughout the Center. They work on the compilation and analysis of travel dollars, and prepare travel information for the Office of the CFO. They work closely with Resources Analysts at the programmatic and Institutional Directorate or Office levels to ensure information from CBO is clearly and concisely disseminated.

Current jobs that may fulfill this role:

- CBO R&PM (Research & Program Management) Analyst
- CBO Analyst that manages the Travel (FS41) Budget

Access to the following in the Budget Formulation System:

- Center Control - FTE and Travel Planning Folder

Center G&A Administrator

This individual facilitates all activities regarding the Center G&A Pool during the budget cycle, and is typically an CBO Analyst.

Responsibilities include:

- Collecting all G&A functional requirements and calculating the *preliminary* G&A rates during Pre-POP,
- Preparing information (i.e. G&A requirements, expenses, cost, and rate) prior to the G&A organizations presenting their requirements to the institutional senior management
- Finalizing the Pre-POP, determining the decision packages, and calculating a *revised* G&A rate to be presented to the programmatic organizations
- Obtaining a final G&A rate for the Center, after approval from senior management
- Maintaining current G&A budget, keeping track of the phasing plan versus actual cost
- Serving as the G&A POC regarding issues and concerns from both CBO and the G&A organizations.



Current jobs that may fulfill this role:

- CBO G&A Analyst
- Associate Director for Management

Access to the following in the Budget Formulation System:

- Center G&A Distribution Folder

Center Budget Formulation Application Administrator

This role maintains changes in Center-specific versions, master data, users and system security. This role is for the non-technical maintenance of the system to facilitate the budget process.

Access to the following in the Budget Formulation System:

General Maintenance Folder

Summary of Roles not Specific to CBO

DFRC Budget Formulation - Center Roles Definition

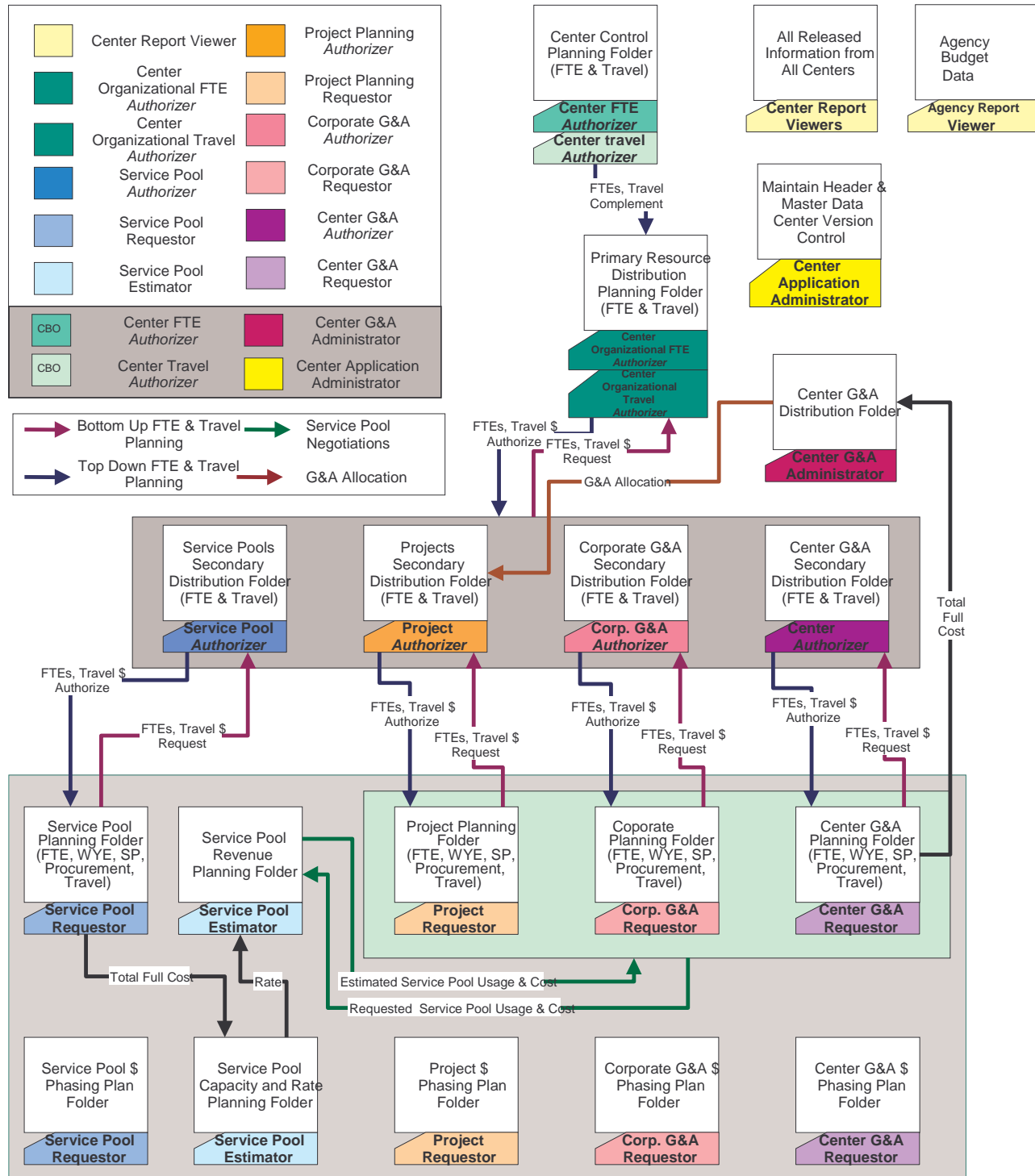
Center Roles not specific to RMO (Central Budget Office)

Center Report Viewer	<ul style="list-style-type: none"> Report Access to Center Budget Information Report Access to Other Centers Budget Information 	Examples of current jobs include: <ul style="list-style-type: none"> All Budget Formulation participants Project Managers Organization Managers
Agency Report Viewer	<ul style="list-style-type: none"> Report Access to Agency Budget Information 	Examples of current jobs include: <ul style="list-style-type: none"> CFO, Center Management
Center Organizational FTE Authorizer	<ul style="list-style-type: none"> Coordinates all FTE Planning within Division Distributes FTEs within each Division to Projects, Service Pools, Center or Corporate G&A Plans FTEs Only 	Examples of current jobs include: <ul style="list-style-type: none"> Directorate Resource Analysts Office Resources Analysts Directorate/Office Managers that influence FTE distribution
Center Organizational Travel Authorizer	<ul style="list-style-type: none"> Coordinates all Travel Budget Planning within Division Distributes Travel Budgets within each Division to Projects, Service Pools, Center or Corporate G&A Plans Travel Budget Only 	Examples of current jobs include: <ul style="list-style-type: none"> Directorate Resource Analysts Office Resource Analysts Directorate/Office Managers that influence Travel distribution
Service Pool Authorizer	<ul style="list-style-type: none"> Coordinates all FTE and Travel planning for One of Seven Service Pool Distributes and Travel to Sub-Pool level Plans FTEs Only 	Examples of current jobs include: <ul style="list-style-type: none"> Service Pool Managers Service Pool Resource Analysts Directorate Chiefs
Service Pool Requester	<ul style="list-style-type: none"> Builds Budget Request for individuals Sub-Pool Plans Pool Expenses-Procurement Guidelines Plans FTEs, WYEs, Travel, Other Service Pool Usage 	Examples of current jobs include: <ul style="list-style-type: none"> Service Pool Managers Service Pool Resource Analysts Directorate Chiefs
Service Pool Estimator	<ul style="list-style-type: none"> Develops the individual Sub-Pool Plans Pool Expenses-Procurement Guidelines Plans FTEs, WYEs, Travel, Other Service Pool Usage 	Examples of current jobs include: <ul style="list-style-type: none"> Service Pool Managers Service Pool Resource Analysts
Center G&A Authorizer	<ul style="list-style-type: none"> Coordinates FTEs & Travel planning for Center G&A Distributes FTEs and Travel to individual Center G&A function Plans FTEs and Travel Only 	Examples of current jobs include: <ul style="list-style-type: none"> G&A Organization Managers G&A Organization Resource Analysts
Center G&A Requester	<ul style="list-style-type: none"> Builds Budget Request for individuals G&A functions Plans Function Expenses-Procurement Guidelines Plans FTEs, WYEs, Travel, Other Service Pool Usage 	Examples of current jobs include: <ul style="list-style-type: none"> G&A Function Managers G&A Function Resources Analysts Directorate Resource Analysts
Corporate G&A Authorizer	<ul style="list-style-type: none"> Coordinates FTEs & Travel planning for Corporate G&A Distributes FTEs and Travel to individual Corporate G&A function Plans FTEs and Travel Only 	Examples of current jobs include: <ul style="list-style-type: none"> G&A CBO G&A Analyst Directorate Chiefs (with G&A Functions) Directorate Resource Analysts
Corporate G&A Requester	<ul style="list-style-type: none"> Builds Budget Request for individuals G&A functions Plans Function Expenses-Procurement Guidelines Plans FTEs, WYEs, Travel, Other Service Pool Usage 	Examples of current jobs include: <ul style="list-style-type: none"> G&A Function Managers G&A Function Resource Analysts Directorate Resource Analysts
Project Planning Authorizer	<ul style="list-style-type: none"> Coordinates all FTE and Travel planning for Project definitions at 21-5 digits WBS level Distributes FTEs and Travel to lower level projects Plans FTEs and Travel Only 	Examples of current jobs include: <ul style="list-style-type: none"> Project Managers Project Resources Analysts CBO R&D Analysts
Project Planning Requester	<ul style="list-style-type: none"> Builds Budget Request for all projects Plans Procurement Guidelines Plans FTEs, WYEs, Travel, Service Pool Usage 	Examples of current jobs include: <ul style="list-style-type: none"> Project Managers Project Resources Analysts CBO R&D Analysts

User Roles Flow Diagram

DFRC Budget Formulation - Center Roles Definition

Center Roles not specific to RMO (Resource Management Office)





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BF Website

<http://www.ifmp.nasa.gov/modules/budget/budget.html>